

TEASE Account and TREx Access

- Open Internet Explorer and go to the following web site:

<https://seguin.tea.state.tx.us/appsng/um/apply.aspx>

- Select **Texas Records Exchange (not UAT)** and click Continue
- Fill in the applicant information. These items are required:

First Name

Last Name

e-mail address (and verify e-mail address box)

Question and Answer

Birth Month (1-12)

Birth Day (1-31)

Job Title (Select OTHER)

Organization Type (District or Other for Charter Schools)

Organization Number (6 Digit County District Number)

- Click Continue
- Verify that the information on the next screen is correct and add your phone extension if you have one then click Continue
- Verify that all information is correct. If no corrections are needed check the box and click Continue. Click “back” if you need to return to the previous page to make corrections.
- Select the role of “Campus Registrar” and click Continue
- Enter the full 9 digit County-District-Campus number on this screen and click Continue
- Verify that all information on this screen is correct. Click “back” if you need to return to the previous page to make corrections.
- If the information is correct click the “send request” button.

At this point, your combined request for a TEASE account and for access to TREx will be forwarded to the district Superintendent’s office for initial approval. Complete the TREx Validation form on page 3 and forward it to **Inactive Student Records**. After the Superintendent’s approval the request will be sent to TEA for final approval.

Once the approval is issued, the system sends an e-mail notification to the address you provided. You will receive your user name and password in two separate e-mails for security purposes. Another e-mail message will be sent to notify you that you have TREx access.

TREx Application Added to Existing TEASE Account

If the staff member already has an active TEASE account they will only need to **add** the TREx application to that account. Follow these steps:

- Log on to TEASE with your current user name and password.
- Click “Add/Modify Application Access” button shown in the upper right hand corner of the screen.
- Select “Texas Records Exchange” (**not UAT**) application from the dropdown box and hit Continue
- Select “Campus Registrar” and hit Continue.
- Enter the full 9 digit County-District-Campus number on this screen and click Continue
- Verify that all information on this screen is correct. Click “back” if you need to return to the previous page to make corrections. Check the check box if correct.
- If the information is correct click the “send request” button.

At this point, your request for access to TREx will be forwarded to the district Superintendent’s office for initial approval. After the Superintendent’s approval the request will be sent to TEA for final approval. Complete the TREx Validation form on page 3 and forward it to **Inactive Student Records**.

Once access is issued, an e-mail message will be sent to notify you that you have TREx access.

TREx Application Approval Verification Form

Do you currently have a TEASE User account to access PEIMS Edit+, PID, or PET? Yes _____ No _____ User Name: e101912 _ _ _ _

First Name: _____

Middle Name: _____

Last Name: _____

Address to which all email notifications will be sent:

E-mail Address: _____@houstonisd.org

You will be asked on-line to complete these questions: (No need to complete here)

Verify E-mail Address: _____@houstonisd.org

A security question that only you can answer, but not with a "yes" or "no"

Question: _____

The answer to the security question, one that can't be easily guessed

Answer: _____

Birth Month: (1-12): _____

Birth Day: (1-31) _____

Mark the box for the correct role:

Job Title:	<input type="checkbox"/>	Campus Registrar/Counselor	This role should be used by a primary and a back-up registrar or records clerk who will send & receive records for the campus.
	<input type="checkbox"/>	Campus View-Only	This role may be requested for administrators.
	<input type="checkbox"/>	District Registrar/Counselor	This role will be used for district or regional staff who will send records for a school.
	<input type="checkbox"/>	District View-Only	This role may be requested for regional office staff.

Organization Type: School District

Organization Number: 101912 Campus Number: _ _ _

Organization Name: Houston ISD Campus name: _____

Phone Number: (_ _ _) _ _ _ - _ _ _

Required Mailing Address: _____

Houston, TX

Zip Code: _ _ _ _ _ - _ _ _

This information is true and accurate. I agree to abide by all TEA and Houston ISD security requirements:

Applicant Signature & Date

I approve this application for a TEASE account:

Principal Signature & Date

Return this form to Federal & State Compliance Inactive Student Records